

~~CONFIDENTIAL~~*choose*

24 February 1958

MEMORANDUM FOR: Chief, Audit Staff
 FROM: : Chief, Finance Division
 SUBJECT: : Training for Class B Custodians
 REFERENCE: : Audit Report, [REDACTED] Station dated 26 October 1957

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1. In paragraph 6 of the Audit Report of the [REDACTED] Station, the Field Auditor refers to the apparent lack of training received by the present custodian at the [REDACTED] Station. He also notes that "our experience at other Class B Stations has shown this not to be an isolated case." We believe it appropriate to comment both on the specific case, and on the training now given to Class B Station custodians. It is thought that you may wish to transmit some of our comments to your Field Auditors for their information and possible action.

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2. [REDACTED], Custodian at [REDACTED] According to the training records kept by the Operations and Liaison Branch, [REDACTED] was made available to the Finance Division for training for a period of only thirty-two hours. During this period she not only read Regulations, but also reviewed accountings from other Class B Stations, prepared practice problems, and was given specific indoctrination. However, it was recognized at the time that this training was inadequate for [REDACTED] and the Chief, OCL advised the HSA Division that "as subject has had no previous financial background and will be opening a new station, it is the opinion of the undersigned that subject did not receive sufficient finance training to adequately assist her to handle the financial records at the [REDACTED] Station."

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3. About one year ago the problem of providing better finance training for these administrative personnel was brought to the attention of the Office of Training and that office agreed to accept primary responsibility for the training of Class B Station Custodians. In March of 1957, a two week Budget and Finance Procedure Course was given for the first time. To date seven presentations have been made. As part of the course, the individual is given five Class B accountings to prepare. These cover all the situations most Custodians will be called upon to meet. Graded tests are given, and the results of the tests are provided to the Area Divisions. The course is given by two Finance Officers detailed to OTR, both of whom have had Field experience. In addition, representatives of the Comptroller's Office, the Audit Staff, and other D/S/G officer participate as guest lecturers. Upon the completion of the program, all students report to the Finance Division for a briefing on the problems of their particular station and for a

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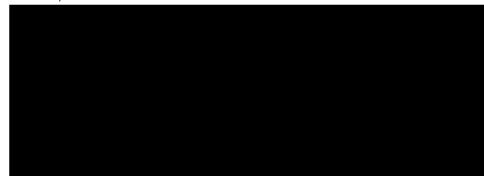
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discussion of future training needs.

4. To the extent that Area Divisions take advantage of the training program which has been developed, we believe that problems of the type identified in reference will be minimized. It must be recognised, however that there is no firm Agency requirement for such training as a prerequisite to assignment of employees to custodial responsibility in small stations. Accordingly, each Area Division exercises its own judgment as to whether an employee will or will not be afforded the advantage of necessary formal Budget and Finance Procedure training.



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